

A Physical Examination is REQUIRED for all employees except AD Hires (EFF):

1. All newly hired permanent and temporary employees who participate in wildland or prescribed fire activities requiring a fitness level of **arduous** must have a pre-employment physical to determine their suitability prior to their initial entry on duty.
2. A physical examination may be requested for an employee by the supervisor if there is a question about the ability of an employee to safely complete one of the work capacity tests.
3. All employees over 40 years of age who take the pack or field test to qualify for a wildland or prescribed fire position are required to take an annual physical examination before taking the test.
4. All existing permanent and temporary employees under the age of 40 who participate in wildland or prescribed fire activities requiring a fitness level of **arduous** must have physical every three years.
5. All employees use the same two forms for the exam, 1) the SF-78 Certificate of Medical Examination and 2) the Supplement to the SF-78 Physical Requirements for Firefighter and Smokejumper Positions. *New Hires must also fill out other forms.*

Add the following to the blank SF-78 Certificate of Medical Examination

1. In Part B.3. Brief Description... print/type the following: "Participates in fire suppression activities in rugged terrain from sea level to over 10,000 ft. elevation. Uses a variety of hand tools, power saws, and pumps. Exposed to long and irregular working hours under exhausting conditions, including adverse weather. Required to maintain physical performance over long periods of time."
2. In Part B.4. A. Functional Requirements circle/enter the following:
 1. Heavy Lifting
 4. Heavy carrying
 8. Pulling...8hrs
 10. Reaching
 11. Use of fingers
 12. Both Hands Required
 13. Walking 16 hrs
 14. Standing 16 hrs
 16. Kneeling 3hrs
 17. Bending 12 hrs
 18. Climbing 8 hrs
 19. Climbing use of arms and legs
 20. Both legs required
 21. Operation of crane....
 22. Ability of rapid mental....
 28. Both eyes required
 35. Other (specify) Supplement to SF-78
3. In Part B.4.B. Environmental Factors circle/enter the following:
 2. Outside and inside
 3. Excessive heat
 4. Excessive cold
 6. Excessive dampness
 7. Dry atmospheric cond
 8. Excessive noise
 10. Dust
 12. Fumes.....
 17. Slippery....
 18. Working around mach
 19. Working around moving
 22. Fatigue (specify) repeated long shifts
 23. Working with hands...
 26. Working closely with...
 27. Working alone
 28. Irregular hours of work
 29. Other (specify) Travel in isolated areas

New Hires Only! - The Physical Paperwork will be sent to the new hire directly from Personnel Management and includes the following documents:

1. Letter of instructions to the Doctor (this letter will identify the A/O at the Refuge as the point of contact for payment information)
2. Note to the Examining Physician (explains the 3 levels of fitness: arduous, moderate, & light)
3. Copy of the Fitness for Arduous Duty memorandum (identifies physical conditions needed for arduous duty)
4. SF-78 (functional and environmental factors which need to be considered should be circled)

5. Supplement to the SF-78 (identifies physical requirements for firefighters)
6. Address and Stamped Return Envelope to Personnel

New Hires - Physical Paperwork Process:

1. Personnel Management will assemble the paperwork for the physician and relay the package to the new hire.
2. The Refuge will provide a list of Physicians and/or Clinics that will be utilized by new hires to Personnel Management
3. The employee will schedule the examination
4. The employee will hand carry the paperwork to the physician (the paperwork MUST be signed by a Physician - NOT A NURSE)
5. At completion of the physical the Physician will send the results to:
US Fish and Wildlife Service
Division of Personnel
PO Box 25486 (DFC)
Denver, CO 80225
6. Personnel will notify the Refuge in a timely manner of any health concerns
7. The Employee **CAN NOT** start work until the physical paperwork has been received and approved by Personnel Management.

Existing Employee & Returning Temporaries - Physical Paperwork Process:

1. Work with refuge to obtain a blank SF-78 and Supplement to the SF-78 (identifies physical requirements for firefighters)
2. The employee will schedule the examination and complete the employee information on the forms.
3. The employee will hand carry the paperwork to the physician (the paperwork MUST be signed by a Physician - NOT A NURSE)
4. At completion of the physical the employee returns the forms to the refuge.
5. If desired, the refuge makes copies of the forms for the employee and/or their files and then sends the original forms to Personnel.
6. Personnel will notify the Refuge in a timely manner of any health concerns

Existing Employees, Transfers and Returning Temporaries - Physical Requirements:

- Returning 1040 temporary employees under 40 need a physical every 3 years. Over 40 require a physical each year.
- Any employee can be required to take a physical if the supervisor questions the ability of the employee to complete the work capacity test.
- Employees transferring from other agencies who have a current physical will be handled on a case by case basis and the need for a physical will be determined by Personnel Management.
- Employees converted from any series to GS-455/401 will have the need for a new physical exam determined by Personnel Management and by Refuge Staff on a case-by-case basis.

New Hires and Returning temporaries - Conditions of Hire:

- Besides passing the physical exam when appropriate, the employee must be administered the work capacity test (pack test) with in 14 days of initial date of employment. If the employee does not pass the work capacity test with in the first 14 days he/she will be given 14 additional days to pass the work capacity test. The employee has 4 weeks from EOD to pass the test. If the employee fails, their employment will be terminated.
- The work capacity test (pack test) is an annual requirement.

All Employees - Payment of the physical examination

- All examinations are at Government expense and should be charged against the 9131 subactivity for preparedness personnel and the 9263 subactivity for dedicated prescribed fire personnel.
- Each refuge may designate the examining physician(s), but must offer the individual an opportunity to submit medical documentation from their own personal physician. This allows the refuge to use less expensive clinics and/or streamline the payment process, but also allows the employee to use their own doctor where necessary.

Who-does-what Summary

PERSONNEL MANAGEMENT	EMPLOYEE	PHYSICIAN	REFUGE
For New Hires - Assemble paperwork for the physician	Schedule the examination	For New Hires - Send a copy of the completed physical to Personnel Management.	Ensure a physical exam is completed for all employees - over 40 annually, under 40 every 3 years.
For New Hires - Send the paperwork to the candidate.	Hand carry the paperwork to the physician or clinic	For Existing Employees - Complete the physical and give to the employee for return to the refuge.	For Existing Employees - Complete physical process where there is a question about the ability of the person to perform the work capacity test
Notify the Refuge of any health concerns. File exam in the employee's OPF.	Existing Employees – return paperwork to the refuge.	*** It is permissible for a Physicians Assistant (not a nurse) to sign the paperwork if a Physician is NOT available***	For Existing Employees – make copies of completed physical (if desired). Return <u>original</u> physical forms to Personnel Management.
Notify New Hires of start date.	New Hires will not start work until paperwork has been approved by Personnel Management		Administer the pack test to each employee annually.